



City of Lawton  
Public Works Department  
Street & Traffic Control Division

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Telephone 580-581-3427  
Fax 580-581-3426

2100 SW 6<sup>th</sup> St.  
Lawton, Oklahoma 73501

## ADOPT-A-STREET PROGRAM

**\* Indicates item to be completed by applicant**

\* \_\_\_\_\_  
(Name of Organization)

\* \_\_\_\_\_  
(Name of Group's Representative)

\* \_\_\_\_\_  
(Mailing Address)

\* \_\_\_\_\_  
(Mailing Address)

\* \_\_\_\_\_  
(Phone Number)

\* \_\_\_\_\_  
(Phone Number)

\* \_\_\_\_\_  
(Email Address)

\* \_\_\_\_\_  
(Email Address)

\* Approximate number of people participating in each cleanup: \_\_\_\_\_.

Indicate **EXACTLY** how you want the name of your organization to read on the *Adopt-A- Street* sign:

\* \_\_\_\_\_

**The City of Lawton will work with the adopting group to determine the specific section of street to be adopted.**

Street section you are interested in adopting:

- Minimum of one mile must be selected
- Street selection limited to arterial or collector classifications

\*STREET \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**NOTE: Include an aerial map (Google/Bing map printout) showing all requested sign locations**

## ADOPTION AGREEMENT

### Terms and Conditions

The City of Lawton, hereafter called “The City” and \* \_\_\_\_\_, hereinafter called “The Group”, recognize the need and desirability of litter-free streets and are entering into this Agreement to permit “The Group” to contribute toward the effort of maintaining the median.

By signature below, “The Group” acknowledges the hazardous nature of the work and agrees to the following terms and conditions:

- \* Debris in the selected area shall be picked up within 30 days after “The Group’s” *Adopt-A-Street* sign has been installed and at least every 90 days thereafter. Failure to maintain the area will result in termination of the agreement.
- \* Participants in “The Group” agree to obey and abide by all laws and regulations relating to safety.
- \* Groups shall adopt a designated street.
- \* Groups shall be required to adopt for a minimum of a one (1) year period.
- \* The Group’s leader **MUST** attend a safety meeting conducted by the Street Division before participating in any median maintenance activity. Group Leaders will then train all crew members. **ALL PARTICIPANTS MUST SIGN A RELEASE AGREEMENT.**
- \* Each participant **MUST** sign a release and verification that safety training has been provided. The safety training roster and releases **MUST** be submitted to the Street Division prior to the participants’ scheduled maintenance activity. Call the Street Division at 581-3427, should you have questions or to make additional arrangements.
- \* Participants between the ages of 11-17 years of age shall be furnished adequate supervision by “The Group” using one adult for every six (6) participants.
- \* Children under 11 years of age should not participate or be present during the cleanup.
- \* Groups **MUST** park all vehicles well clear of roadway and at least ten feet (10') from the shoulder of the road while performing maintenance activity on the designated median. Vehicles should be parked on the same side of street of which participants are working.
- \* “The Group” shall obtain required supplies and materials (signs, vests, and trash bags) from the City’s Street Division during regular business hours, 7:00 AM to 3:30 PM Monday through Friday. Materials must be picked up **PRIOR** to the day of the maintenance activity.
- \* Traffic control signs supplied by The City will be placed by “The Group” during maintenance activity.
- \* Individuals **MUST** wear approved safety vests/ reflective clothing while on the Right-of-Way.
- \* “The Group” shall place filled trash bags next to “*Adopt a Street*” sign, for pickup by the Solid Waste Collection Division. All debris shall be secured in bags and not allowed to be dispersed by the wind. Larger debris that cannot be placed in bags and cannot become a windborne hazard may be placed next to bags. Bags must not block any driveways or entrances. Call Solid Waste Collection division (580-581-3413) for pick up.

- \* Unused materials and supplies furnished by The City shall be returned to the Street Division between the hours of 7:00 AM and 3:30 PM, Monday through Friday - within two (2) work days following clean-up.
- \* The Group agrees to replace or provide cash value for any materials that are lost, destroyed, or stolen.

**THE CITY OF LAWTON AGREES TO THE FOLLOWING:**

- \* Provide trash bags, and traffic control signs.
- \* Provide initial safety training for Group leaders including safety literature. (Group leaders are responsible for training other members of "The Group" who wish to participate in the *Adopt-A-Street program*).
- \* Remove the filled trash bags the first work day after the pickup.

If, in the sole judgment of The City, it is found that the adopting Group is not meeting the terms and conditions of the *Adopt-A-Street* Agreement, The City may terminate the *Adopt-A-Street* Agreement without notice. The City reserves the right to modify or cancel the program at any time.

The City recognizes "The Group" as the adopting organization for maintaining the agreed upon area identified above, and "The Group" accepts the responsibility of maintaining the designated median and promoting a clean, safe and beautiful environment in the Lawton-Fort Sill community for a period beginning

\* \_\_\_\_\_, 20\_\_\_\_, and ending \* \_\_\_\_\_, 20 \_\_\_\_ (minimum of one year).

\* \_\_\_\_\_  
(Name of Group)

\* \_\_\_\_\_  
Date

\* \_\_\_\_\_  
(The Group's Representative)

\* \_\_\_\_\_  
(The Group's Representative Signature)

\*\*\*\*\*

Mail completed form(s) to:

**City of Lawton  
Attn: Street Division  
212 SW 9th Street  
Lawton, Oklahoma 73501**

**OR**

Email completed form(s) to:

**chaggenmiller@lawtonok.gov  
jbearbow@lawtonok.gov**

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**All documentation and forms must be on file prior to approval**

\_\_\_\_\_  
(City Representative)

\_\_\_\_\_  
Sign Installation Date

\_\_\_\_\_  
(City Representative's Signature)

\_\_\_\_\_  
Name of Participant Trained

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Safety Briefing Date

**CITY OF LAWTON  
ADOPT-A-STREET PROGRAM  
SAFETY TRAINING**

ORGANIZATION \_\_\_\_\_

DATE OF TRAINING \_\_\_\_\_

By signature, the participant certifies he/she has received the aforementioned training and has received and reviewed the handout on safety tips and rules

| Print | Signature | Date |
|-------|-----------|------|
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**\*\*\*\*ALL PARTICIPANTS MUST SIGN A RELEASE\*\*\*\***

\*Group leaders are responsible for training other members of “The Group” who wish to participate in the *Adopt-A-Street program*).

**\*Participants not present for safety meetings shall not be permitted to participate in the program.**

\*Documentation of safety training and releases are to be delivered to the City’s Street Division, 2100 SW 6<sup>th</sup> Street, prior to any work being performed by the group.

**ADOPT-A-STREET**  
**RELEASE AND INDEMNITY AGREEMENT**  
(MINOR CHILD)

FOR AND IN CONSIDERATION of the training, materials and other assistance furnished by the City of Lawton to the \_\_\_\_\_, an organization participating in the Adopt-A-Street program,  
(Name of organization)

the undersigned, \_\_\_\_\_, a minor child, who is a member of said organization, does, for  
(Participant)

myself and said minor child, hereby release, acquit and forever discharge the City of Lawton, Oklahoma, a municipal corporation, and all of its departments, agencies, agents, servants, officials and employees from any and all actions, causes of action, claims and demands, damages, costs, loss of services, expenses and compensation on account of or in any way arising out of any and all injuries or damage to the child's person, including death, or property resulting directly or indirectly from the child's participation in the aforementioned program.

For myself and said minor child, I do additionally hereby agree to defend, indemnify and hold harmless the City of Lawton, and all of its departments, agencies, agents, servants, officials and employees from any and all actions, causes of action, claims and demands of any character, name, or description brought on account of or in any way arising out of any act(s) or omission(s) of said child while he/she is participating or preparing to participate in the aforementioned program.

This Release and Indemnity Agreement shall be binding on my successors, heirs, executors, administrators and legal representatives.

This release contains the ENTIRE AGREEMENT between the parties hereto, and the terms of this release are contractual and not a mere recital.

I further state that I have carefully read the foregoing release and know the contents thereof, and I sign the same as my own free act.

WITNESS my hand this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

**CAUTION: THIS IS A RELEASE, READ BEFORE SIGNING.**

WITNESS:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature of Parent(s) or Guardian(s))

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

# **ADOPT-A-STREET RELEASE AND INDEMNITY AGREEMENT**

FOR AND IN CONSIDERATION of the training, materials and other assistance furnished by the City of Lawton to the \_\_\_\_\_,  
(Name of Organization)

the undersigned, \_\_\_\_\_, being of lawful age, and being a member of said organization,  
(Participant)

does hereby release, acquit and forever discharge the City of Lawton, Oklahoma, a municipal corporation, and all of its departments, agencies, agents, servants, officials and employees from any and all actions, causes of action, claims and demands, damages, costs, loss of services, expenses and compensation on account of or in any way arising out of any and all injuries or damage to my person, including death, or property resulting directly or indirectly from my participation in the aforementioned program.

I do additionally hereby agree to defend, indemnify and hold harmless the City of Lawton, and all of its departments, agencies, agents, servants, officials and employees from any and all actions, causes of action, claims and demands of any character, name, or description brought on account of or in any way arising out of any act(s) or omission(s) on my part while I am participating or preparing to participate in the aforementioned program.

This Release and Indemnity Agreement shall be binding on my successors, heirs, executors, administrators and legal representatives.

This release contains the ENTIRE AGREEMENT between the parties hereto, and the terms of this release are contractual and not a mere recital.

I further state that I have carefully read the foregoing release and know the contents thereof, and I sign the same as my own free act.

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CAUTION: THIS IS A RELEASE, READ BEFORE SIGNING.**

WITNESS:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature of Participant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## **CITY OF LAWTON**

### **SAFETY TIPS FOR ADOPT-A-STREET GROUPS**

1. Guns, knives, machetes, axes, etc. should not be carried by participants.
2. Do not attempt to compact (squeeze) trash bags to gain room for more trash. Injuries from broken or jagged objects often result from this practice. Fill the bag with what goes in easily, and then get another bag.
3. Park all vehicles clear of street traffic. Vehicles must be parked a minimum of 30' away from the intersection and 10' off the roadway.
4. Work one side of the street at a time.
5. Car pool to the site of clean-up in order to reduce number of vehicles.

### **TO PROTECT YOURSELF AND OTHERS, DO THE FOLLOWING:**

1. Whenever possible, face oncoming traffic while you work. Be prepared to move out of the way of vehicles in an emergency.
2. Discontinue work in inclement weather, especially in times of reduced visibility and wet/icy streets.
3. Work only during daylight hours.
4. Avoid over-exertion. Drink plenty of water, especially on warm, humid days.
5. Post a lookout person who will be aware of traffic situations.
6. Have a five minute refresher session on safety awareness each time a crew goes out.

### **WHAT TO WEAR:**

1. All crew members **MUST** wear safety vests at all times.
2. Wear light-colored clothing
3. Wear heavy gloves
4. Watch your footing; wear substantial leather shoes or boots with ankle support.
5. Wear a hat and long sleeves to avoid sunburn. You may wish to use a sunscreen lotion on sunny days.

### **SOME THINGS TO STAY AWAY FROM:**

1. Do not attempt to remove known or suspected hazardous substances. Immediately notify Police Dispatch (Non Emergency / 580-581-3272), of the location of such items.
2. Be alert for places where snakes may be located, such as in tall grass, and avoid these areas. Be equally alert for stinging insects.
3. Do not approach animals or animal carcasses. Notify Police Dispatch (Non Emergency / 580-581-3272), for removal.

4. Avoid contact with poison ivy, poison oak, and other noxious weeds.
5. Avoid areas where herbicides were applied within 24 hours. If the City has applied herbicide, “the Group” will be advised by the Street Department.
6. Do not attempt to pick up items on bridges or on overpasses. These areas are especially dangerous to pedestrian workers.
7. Stay clear of any mowing operations and maintenance/construction activities.
8. Report any needles or syringes to Group leaders. Do not handle any needles or syringes with bare hands, nor place them in plastic bags; to dispose of them, we suggest picking them up with tongs and placing them into an FDA approved sharps disposal container.

### **IN CASE OF AN EMERGENCY:**

1. Every crew should possess an adequate first aid kit. Be prepared for serious injury. Know the route from the work area to the nearest hospital or to a designated treatment center.
2. Every crew member should have transportation immediately available

### **WARNING SIGN(S):**

1. Warning signs “Litter Crew Ahead” shall be placed at ½ mile increments.
2. Warning signs shall be placed on each side of the street or roadway (see diagram).
3. Lateral position of signs shall be placed (2) two feet from curb line of road or (6-12) six to twelve feet from edge of roadway without curb.
4. Signs shall be placed a minimum of (20) twenty feet away from an intersection measured at the curb line.
5. Signs shall be placed a minimum of (100) one hundred feet away from existing traffic control devices.
6. Signs shall be inspected and maintained throughout the activity. Sand bags maybe used during high winds.
7. When work is completed, PROMPTLY remove warning signs and fold permanent signs down.

### **Diagram:**

